422333

17 August 1950

HOMORANDUM FOR: Management Officer

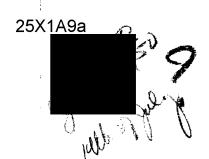
Dear Doug:

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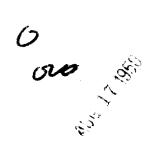
I had people go over the new T/O (dated 11 August 1950) pretty thoroughly and they have pointed out the following as requiring adjustments. I pass them on in this informal manner since they are hardly critical and can be taken care of on a routine basis.



- (a) S/Re is shown as branch of S/PP. S/Re has been operating as a autonomous staff of ORE since 15 November 1949. This was included in the organizational changes approved by the DCI on 19 October 1949.
- (b) Presentation and Graphics Branch of S/Ad is labelled as "Present" and Graphics Branch. This may be an intentional condensation or an inadvertency. A small item.



- (c) The 2 clerk-typists in Coordination and Production Branch of Publication Division (p. 6 of T/0) are shown as GS-3's. It was our understanding following the conference of 19 July with Mr. of Classification and Mr. that the slots were to be at GS-4. 25X1A9a
- (d) Several job titles "Deputy Chief" have been changed to "Assistant Chief." Technically there is apparently no difference in the job descriptions for these positions but since the changes have not been coordinated with Classification we will eventually encounter a SNAFU in each instance we attempt to make a personnel action against such positions.
- (e) Since OlE is again investigating the divisional set—up within the office I will not at this time raise the question of the geographic division reorganization.



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(f) The clerical positions in the of Western European Pivision (p. 21 of T/O) are shown as "stenographers." Following an audit of these positions memorandum was submitted as of 2 August 1950 requesting that these three job titles be changed to "clerk."

alos to

Captain, USN